

NOTICE

TRAINING

NO. []

1956

LANGUAGE DEVELOPMENT PROGRAM

1. Each time I travel abroad, as I have done recently, I become increasingly aware of the necessity for greater proficiency in foreign language skills among our personnel. While I know that larger numbers of our people are being trained in foreign languages each year, we are far short of our goal in developing the language competences we should have to become the finest professional Service. In fact I think all of us should have a working knowledge of at least one or more of the widely spoken languages such as French, German, Spanish and Russian to increase our understanding of foreign peoples and ideas.

2. We all realize that we cannot stop or slow down important work until our people are fully trained in the languages they need, except when the job cannot be done at all without a command of the language. This means that we must build much of our language competence simultaneously with the performance of our daily tasks. In view of this situation I need the cooperation of all of you ~~including operating officials~~ to solve this problem. Firstly, I am asking operating officials to make sure that each of you is given every opportunity, consistent with essential job requirements, to take the language training you need to better serve the Agency. Secondly, I am asking you to devote as much of your own time as you will, on a voluntary basis, to acquire and to maintain proficiency in one or more languages. I particularly urge those of you who are stationed overseas to take advantage of the unique opportunity you have to study and practice.

3. To provide for the development of language competence throughout the Agency and to recognize the effort you may make in this respect, I have established a Language Development Program to become effective as of this date. Under this program you may be directed to undertake language training as a duty assignment, you are encouraged to study language as a voluntary off-duty activity, or you may combine the two. In any of these cases your language training may be authorized at Government expense, and in addition, those of you who acquire and maintain established levels of proficiency may be granted monetary awards in varying amounts for your effort. I have made it a matter of policy that those of you who qualify, as a result of language training undertaken preponderantly on off-duty time, may be granted awards which are substantially greater than those established for directed language training given during duty hours.

4. The details of this program are spelled out in Regulation No. [] I urge all of you to become familiar with the program and to participate in it to the maximum practicable extent.

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ALLEN W. DULLES

Director of Central Intelligence

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SYNOPSIS: This regulation prescribes the policy and responsibilities for the development of foreign language skills among staff personnel and for the administration of Language Development Awards.

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1. POLICY

a. GENERAL

(1) To further and to encourage the development of language skills, language training may be undertaken, (a) by direction as an official duty assignment, (b) voluntarily as an off-duty activity, or (c) in combination, by qualified staff personnel at headquarters and at foreign field stations.

(2) In any of the above cases language training may be provided without cost to the individual, and those who, as a result of such training, qualify by acquiring and maintaining prescribed levels of proficiency in languages may be granted monetary awards in varying amounts in recognition of their effort.

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(3) Those who qualify for awards as a result of language training undertaken preponderantly on off-duty time may be granted awards which are substantially greater than the amounts of those established for directed language training given during duty hours.

b. LANGUAGE TRAINING

(1) Directed Language Training

Language training deemed essential by the Head of the Career Service or Operating Official concerned will be directed as an official duty assignment.

(2) Voluntary Language Training

Language training undertaken by the individual preponderantly on off-duty time and on a voluntary basis to increase the capacity of the individual to serve the Agency is particularly encouraged.

(3) Criteria

Language training will be provided, on a directed or voluntary basis, or a combination of the two, to staff personnel possessing satisfactory language learning aptitude, upon recommendation of appropriate officials, and acceptance for enrollment by the Director of Training, for any or all of the following purposes:

- (a) To meet established language qualification requirements of their current or projected duty assignments.
- (b) To bring the levels of language proficiency they possess to higher levels.

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- (c) To acquire proficiency in languages which are unusual, difficult or in short supply, designated as being of probable or possible future significance to the Agency.
- (d) To increase the individual's usefulness to the Agency and thereby provide flexibility in his assignment and rotation to duties which require, or could be better performed by an individual possessing language proficiency.

(4) Language Training Requirements

The current and future language requirements of the Agency, as established by the Deputy Directors concerned, will constitute the goals toward which the efforts of staff personnel of the Agency, in acquiring and maintaining language proficiency, will be directed.

c. LANGUAGE DEVELOPMENT AWARDS

- (1) Language Development Awards are monetary benefits, granted in recognition of effort to achieve and to maintain language proficiency at awardable levels.
- (2) ~~Foreign~~ Language Development Awards are of two types as defined below:
 - (a) Achievement Awards are those granted for achieving an awardable level of proficiency in a language for the first time, or for increasing the level of proficiency to the next higher awardable level. An achievement award may be earned only once for each awardable level of proficiency attained in the same foreign language.

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- (b) Maintenance Awards are those granted for maintaining an awardable level of proficiency in a language on a continuing basis. Maintenance awards may be earned annually on a recurring basis.
- (3) Eligibility for awards will be determined by performance in Agency foreign language proficiency tests.
- (4) Language Development Awards will be granted as an incentive for effort made to achieve, to increase and to maintain awardable levels of proficiency in designated languages. Awards will not be granted merely as a bonus for possession of foreign language proficiency. Accordingly:
- (a) Achievement Awards will not be made for foreign language proficiency possessed by the individual as of the date of this regulation, or at a subsequent date of entrance on duty.
- (b) Maintenance awards will not be made:
- (1) For High Proficiency (Comprehensive), acquired by the individual prior to employment primarily by virtue of residence abroad or family associate, that may be maintained without appreciable effort.
- (2) For proficiency in a language or languages representing *the primary reason for* ~~a major basis~~ of the individual's employment and position assignment in the Agency, that may be maintained largely as a consequence of the duties of the assigned position.

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- (5) Eligible individuals may qualify for Achievement and Maintenance Awards in more than one designated language.
- (6) Those excluded from awards by the provisions of paragraph 1.c.(4) above may:
- (a) Qualify for Achievement Awards by increasing the level of proficiency to a higher awardable level, or by achieving an awardable level of proficiency in another designated language;
 - (b) Qualify for Maintenance Awards in those languages in which they are now proficient, except as restricted by paragraph 1.c.(4).
 - (c) Qualify for Achievement and Maintenance Awards in other designated languages, or, where proficiency is less than High Proficiency (Comprehensive), by increasing the level of proficiency to a higher awardable level.
- (7) All staff personnel may qualify for awards except those who decline to apply for membership in the Career Staff, when eligible, or whose applications for membership in the Career Staff have been denied by the CIA Selection Board.

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2. RESPONSIBILITIES

a. DEPUTY DIRECTORS

- (1) Will determine the current and projected requirements for language competence in their areas for the full discharge of their responsibilities.
- (2) Will take all necessary steps, including implementing procedures and controls, to assure the continuing attainment and maintenance of language proficiency by staff personnel under their jurisdiction.

b. HEADS OF CAREER SERVICES AND OPERATING OFFICIALS

Heads of Career Services and Operating Officials will implement the policies stated herein and will encourage qualified employees who possess the requisite aptitude to engage in voluntary language training.

c. DIRECTOR OF PERSONNEL

The Director of Personnel, with the collaboration of the Director of Training, will create and maintain currently an inventory of the language competences of all staff personnel. This will be accomplished, initially, by a self-evaluation of all staff personnel on Form No. 444b, Periodic Supplement Personal History Statement, and subsequently, by evaluation of performance by means of the Agency's standard language proficiency tests, conducted by the Office of Training.

d. DIRECTOR OF TRAINING

The Director of Training will:

- (1) Exercise general direction of the language development program.

He will be assisted by the Committee for Language Development con-

sisting of a representative of each of the three major components,
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the Office of Personnel, and the Office of Training. The representative of the Office of Training will be the Chairman of the Committee. The Director of Training will supply the secretariat support to the Committee. The Committee will recommend and periodically will review procedures, levels and types of proficiency to be awarded, schedule of awards, languages for which awards will be granted, criteria of eligibility for awards, and other pertinent matters.

- (2) Provide all reasonable opportunity for directed and voluntary language study in approved courses and programs;
- (3) Establish and administer standards for approval of directed and voluntary language training at Agency-sponsored facilities;
- (4) Develop, schedule and conduct language aptitude and proficiency tests;
- (5) Notify individuals through normal supervisory channels of their having satisfied awardable proficiency standards; and
- (6) Publish, or prepare for publication such material as may be required to effectively implement the language development program and to administer the granting of Achievement and Maintenance Awards.

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e. STAFF PERSONNEL

All staff personnel with any degree of useable language competence will, voluntarily or as directed, arrange for evaluation of their aptitude or proficiency by submission to appropriate scheduled language aptitude and proficiency tests. Staff personnel who wish to engage in voluntary language training will consult with their Training Liaison Officer and make application to the Office of Training, Language and Area School through their supervisors.

3. LANGUAGE AWARDS SCHEDULE

There will be published, periodically in Agency notices

- a. The amounts for Achievement Awards resulting from voluntary and directed language training.
- b. The amounts for Maintenance Awards.
- c. The languages for which such awards may be granted as well as the levels of proficiency within each language.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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